



CIVILIAN CAREERS IN DEPARTMENT OF THE NAVY THROUGH THE HUMAN RESOURCES SERVICE CENTER SOUTHWEST REGION

TECHNICAL MEDICAL, HOSPITAL, DENTAL, AND PUBLIC HEALTH GROUP

Levels. Clerical, administrative, management (GS-3 to GS-11) and technical (GS-5 to GS-9) positions.

Functions. Involves nonprofessional work of a technical, specialized, or support nature in the field of health or medicine, clinical (medical) laboratories, dental, or Public Health. Administration or clerical positions involves support to health management officials by analyzing, evaluating, advising, coordinating, processing and/or maintaining a health care delivery systems and operations in a ward, clinic or other units of medical facility. Some positions may be exposed to biomedical waste, radiation, and other harmful medical byproducts.

Job Locations. Military hospitals, clinics and dispensaries on military installations in the southwest region and in leased spaces within the communities serviced. Not all series and grades are available in all locations.

Series Available within the Medical, Hospital, Dental, and Public Health Group.

(Positions are in the General Schedule (GS) pay plan.)

0620 - Practical Nurse*	0661 - Pharmacy Technician
0621 - Nursing Assistant	0669 - Medical Records Administrator
0622 - Medical Supply Aide and Technician	0671 - Health System Specialist
0625 - Autopsy Assistant	0673 - Hospital Housekeeping Manager
0640 - Health Aid and Technician	0675 - Medical Record Technician
0645 - Medical Technician	0679 - Medical Clerk
0646 - Pathology Technician	0681 - Dental Assistant**
0647 - Diagnostic Radiologic Technician**	0682 - Dental Hygienist*/**
0648 - Therapeutic Radiologic Technologist**	0683 - Dental Laboratory Aid and Technician
0649 - Medical Instrument Technician	0698 - Environmental Health Technician
0651 - Respiratory Therapist	0699 - Student Trainee (Medical and Health)

*/** Please see specific qualifications requirements on page 2.

Knowledge Requirements. Technical positions require the ability to apply a practical knowledge of the methods and techniques but does not require a fully professional knowledge of the concepts, principles, and practices of the specialized field. Some positions may require knowledge of chemistry, biology, anatomy, pharmacology, physics, mathematics basic knowledge of human anatomy, physiology, and/or medical terminology. Administrative and clerical positions require medical record administration and management skills and abilities.

Starting Salaries. Visit web site www.opm.gov/oca/payrates/index.htm to obtain current salary information for the area(s) where you are interested in working. You may also call HRSC-SW Faxback at 1-800-831-0622 to request a faxed copy of a pay table (press option 7 at the main menu, then option 1, and then option 2 to receive a catalog of documents from which to select the appropriate pay table). Demonstration Project pay tables are not available on the web site; however, they are available by Faxback.

Area of Consideration. Resumes accepted will receive consideration as vacancies occur within geographical areas identified by applicants. Management will specify the area of consideration for specific vacancies. Area of consideration may be limited to the activity where the vacancy exists or to a subdivision of the organization. Management may opt to consider candidates other than those who specifically applied for the series of a vacancy.

Promotion Potential. Some positions may have promotion potential to a higher grade than the grade at which filled. Positions with known promotion potential do not guarantee promotion, nor is the promise of promotion implied.

Supervisory Probationary Period. A one-year probationary period will be required for first-time managers/supervisors.

Temporary Promotions. Competitive Temporary Promotions may be made using rosters established from this flyer and may subsequently be made permanent without further competition.

Security/Physical/Drug Testing Requirements. Some positions require a security clearance, successful completion of a physical examination, and/or a pre-employment drug test. Selection is tentative pending satisfactory completion of these requirements. Some positions may have special lifting requirements to be able to physically move patients.

APPLICANT INFORMATION

When to Apply. You may submit your resume at any time. Individual vacancy listings will not be posted, so to assure you do not miss an opportunity, **submit your resume now.**

Who May Apply. Current or former permanent Federal employees eligible for promotion, reassignment, transfer, or reinstatement; eligible Nonappropriated Fund employees; Veterans' Readjustment Authority (VRA) eligibles; 30% Disabled Veterans; applicants appointable under the Persons with Disabilities Employment Program; current students; recent college graduates who are outstanding scholars (GPA of 3.45 or better); Executive Order 12721 eligibles; or other appropriate appointing authority. Veterans who are preference eligibles or who have been separated from the Armed Forces under honorable conditions after three years or more of continuous active service may apply. Upon request by HRSC-SW, you must be able to provide documentation to support your appointability.

How to Apply. A typewritten resume no more than five pages in length is the only acceptable application format. Address past experience which prepared you for the work for which you wish consideration. The HRSC-SW Applicant Kit contains specific information on how to apply and tips to assist you in preparing your resume. You may call 1-800-831-0622 to request a faxed copy (press option 7 at the main menu, then option 1, and request document no. 1050). You must respond to the questions listed on the Additional Data Sheet provided with the Applicant Kit and with this flyer. You may provide these responses on a separate piece of paper (does not count toward the 5-page resume limit) or at the end of your resume. Be sure to indicate the series in which you are interested. You may designate interest in as many series as you like, but if you do not designate at least one series, your resume will be returned. If the data requested on the Additional Data Sheet is not provided, your resume will be returned and you may miss consideration for employment.

You may have only one resume on file at a time; however, you may submit an updated resume at any time. When an updated resume is received, your new resume will replace the one already on file. You may also use the update process when you wish to add series for which you wish consideration. Your update must list ALL series in which you are interested (not just additional ones).

You may submit your resume and your responses to the questions on the Additional Data Sheet by e-mail (preferred) or by U.S. mail:

By e-mail: E-mail your resume in the body of your message. Do not send as an attachment. Submit to wantajob@sw.hroc.navy.mil.

By U.S. mail: HRSC-SW
Attn: Code 53 (0600)
525 B Street, Suite 600
San Diego, CA 92101-4418

If submitting your resume by e-mail, do not send anything other than your resume and your responses to the Additional Data Sheet questions. Questions and/or comments about your resume cannot be responded to because it will not be reviewed by our staff until it is matched to a vacancy.

Priority Placement/Consideration Programs. All positions are subject to mandatory consideration and placement programs. If you are a displaced employee of a non-DOD Federal agency, you may be eligible for special priority consideration under the Interagency Career Transition Assistance Program (ICTAP). To obtain complete information on this program, visit our web site at www.dasnhroc.navy.mil.

Qualification requirements: All eligibility and qualification requirements must be met by the cut-off date for the position.

Positions at grade level GS-3 require 6 months general experience or high school graduation or equivalent.

Positions at grade level GS-4 require 1 year general experience or 2 years education above high school

Positions at grade level GS-5 and above require one year specialized experience equivalent to the next lower grade level. Education may be substituted. A four-year course of study leading to a degree qualified at the GS-5 level. At grades GS-5 and above, a portion of the education is usually directly related to the work of the position to be filled. Applicants for positions identified by an asterisk (*) must meet the following: *Must be currently licensed to practice in a State or territory of the United States or the District of Columbia or must have applied for a license to practice. **Must meet credentialing standards, (1) have successfully completed an educational program that meets or exceeds the standards described, and (2) be certified in the field.

Relocation expenses may or may not be authorized. If you are applying for a geographic location other than your current one, it is suggested that you indicate at the end of your resume whether or not you are willing to relocate at your own expense.